

ITLS Professional Development: 32 - Printmedia_WebPR_Level1:Creating 'Snazzy' Framed Photos in PowerPoint

Web PR – Level 1

Campus Newsletters (Creating Printed Materials)

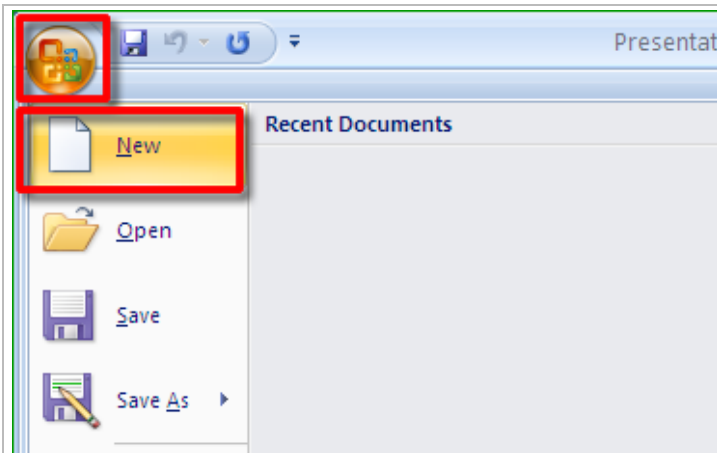
Return



*Note: Directions for **PowerPoint:mac 2004, version 11.5.7** are located at the bottom of the page*

Directions: How create 'Snazzy' framed photos using PowerPoint

version used - MS Office PowerPoint 2007



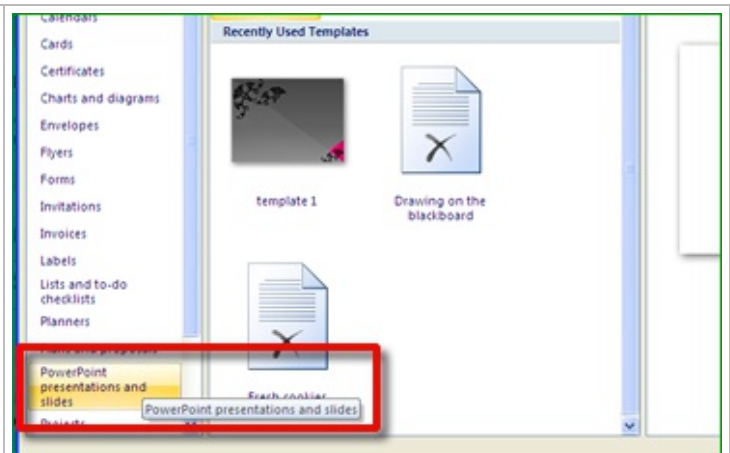
Step 1.

The most typical type of photograph of people is the Mugshot - a more or less straight into the camera head and shoulders picture.

The new version of PowerPoint (MS PowerPoint 2007) relies heavily on keeping it's design objects (clipart images and templates) off of the user's computer and on the MS Office Online website. Users are now directed to 'search' and then 'download' items before they can be applied to their presentations.

To start:

1. Open a blank PowerPoint Presentation
2. Click on the 'Office Button'
3. Choose 'New'



Step 2.

In the 'New Presentation' window:

- Scroll down and located the 'PowerPoint and presentation slides' option (Under Microsoft Office Online)

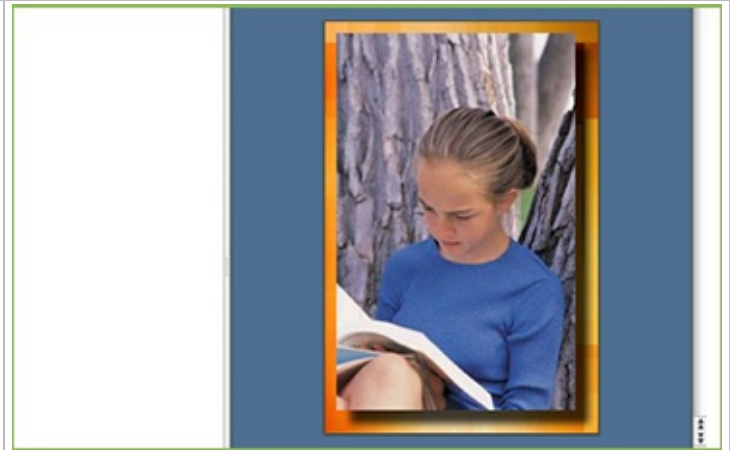
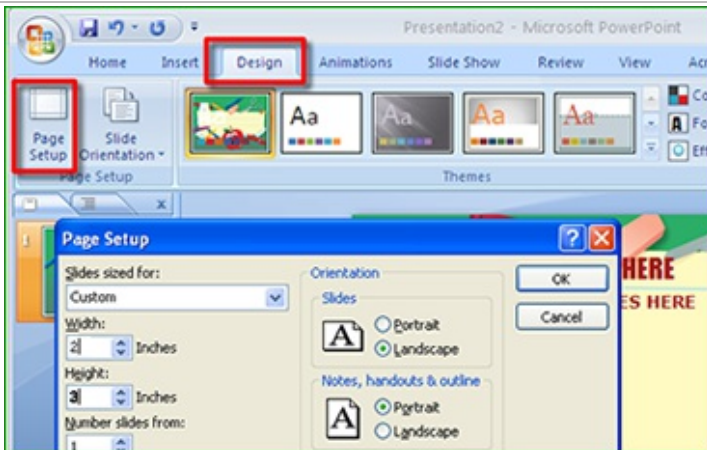
In the 'PowerPoint and presentation slides' area

- Click on 'Design slides (backgrounds)'
- Choose a slide design category
- Pick a slide design
- Click the 'Download' button

Realize some of the slide designs will look skewed once we change the width and height of your slide.

And, some of the 'Design slides' may come with addition 'versions' of the same theme. Choose the one you wish to use

with your nameplate and delete the rest.



Step 3.

To create a nameplate that's a single image:

- Click on the 'Design' tab
- Click on the 'Page Setup' button, and change the width to 2 inches and height 3 inches
- Click OK

Very Important: Be prepared to customize the width and height of the nameplate according to the available space in your newsletter template design.

Step 4.

Locate a picture of a staff member on your computer. Insert the picture, use the crop tool and resize.

- Click Insert, Picture, From File
- Locate an image
- To add an image, Insert, Picture, From File
- Click on the image and use the crop tool (located on the Picture toolbar) to crop to photo. Resize (using the resize handles) and resize the photo so that it fits on the slide.

Create a dramatic effect by adding a 'simple shadow' :

- Locate the Drawing Toolbar
- Select the image, click on the 'Shadow' icon
- Choose a shadow



Step 5.

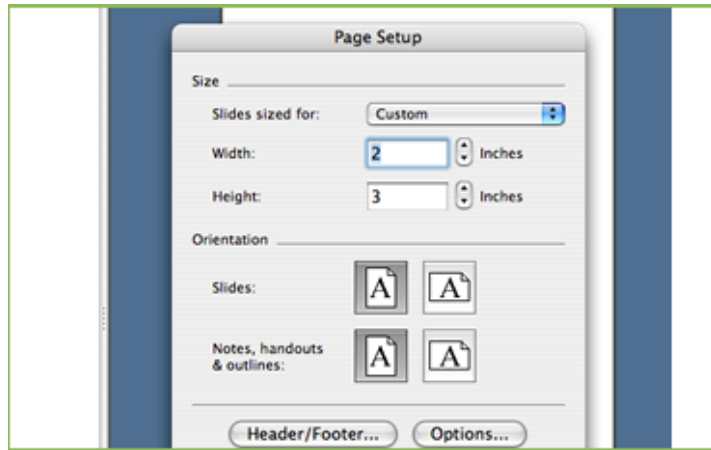
Export your image as a picture to import into your newsletter. But first save your document (if you haven't already):

- Click Save and name your document
- Click Save As
- Choose JPG as your file type
- Choose to Export, Current Slide

- Locate your image
- Insert your image into your newsletter

Directions: How create 'Snazzy' framed photos using PowerPoint

version used - PowerPoint:mac 2004, version 11.5.7

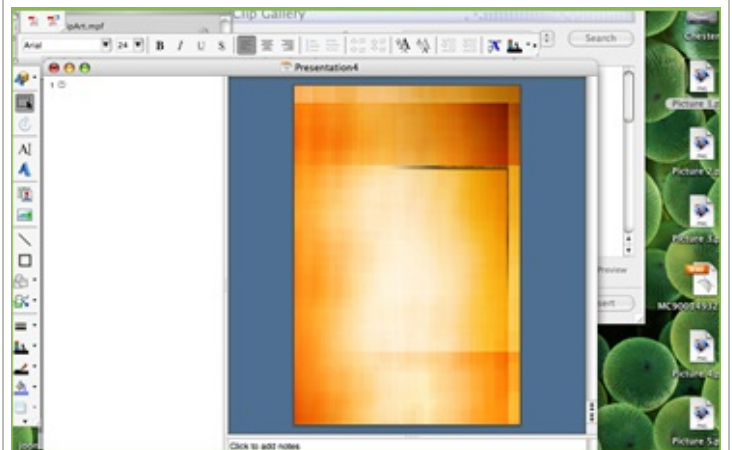


Step 1.

The most typical type of photograph of people is the Mugshot - a more or less straight into the camera head and shoulders picture.

To create 'Snazy' image use PowerPoint:

- Open a blank PowerPoint presentation
- Click File, Page Setup and change the width to 2 inches and height 3 inches
- Click Ok
- Remove the original text boxes from the slide. Click and drag to highlight, Press 'Delete' to remove the text boxes

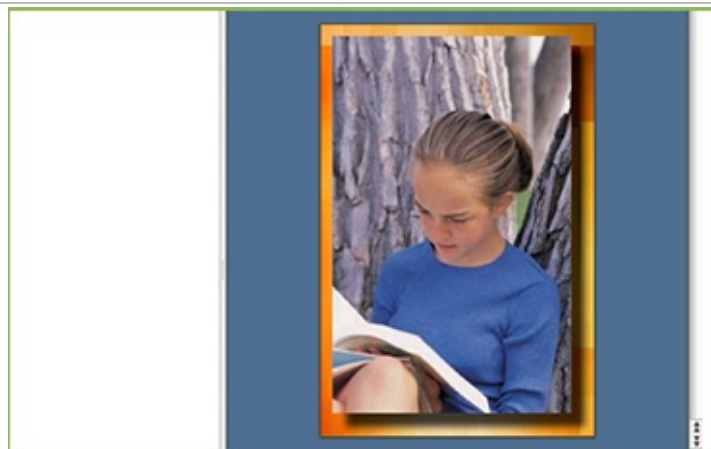


Step 2.

On the blank presentation, choose a background:

- Click Format, Slide Design
- Choose your background from the Slide Design Gallery

Realize some of the slide designs will look skewed due to the original's width and height.



Step 3.



Step 4.

Locate a picture of a staff member on your computer. Insert the picture, use the crop tool and resize.

- Click Insert, Picture, From File
- Locate an image
- To add an image, Insert, Picture, From File
- Click on the image and use the crop tool (located on the Picture toolbar) to crop to photo. Resize (using the resize handles) and resize the photo so that it fits on the slide.

Create a dramatic effect by adding a 'simple shadow' :

- Locate the Drawing Toolbar
- Select the image, click on the 'Shadow' icon
- Choose a shadow

Export your image as a picture to import into your newsletter. But first save your document (if you haven't already):

- Click Save and name your document
- Click Save As
- Choose JPG as your file type
- Choose to Export, Current Slide
- Locate your image
- Insert your image into your newsletter